

VIRTGAME
Primeline Computerized Race and Sports Book System V4.6
Suggested Trial Procedures

Race and Sports Book System

1. Registered race and sports book employees (Regulation 22.035) should provide close supervision of writers and cashiers.
2. Each day accounting or auditing personnel shall:
 - a. For one shift (rotated during the trial period), foot write, voids and payout tickets for all stations on the "Tickets Report – All Tickets" and trace totals to the Daily Recap.
 - b. Regrade all winning tickets greater than \$1,000 and 10% of all others for verification of payout amounts. Alternatively, this procedure may be performed by cashier personnel before payment.
 - c. Review a 10% sample of write tickets from the "Tickets Report – All Tickets" to ensure that proper amounts were charged based on wagers made.
 - d. Verify that the results of events were entered into the system accurately. Periodically verify the results to an independent source such as a disseminator or the newspaper.
 - e. Review the "Tickets Report – All Tickets" to ensure continuous sequencing of tickets. Documented follow-up is to be performed where tickets are found to be missing or blank.
 - f. Review all voids for propriety and regulation compliance.
 - g. Review system generated reports for proper handling of future wagers and unpaid winners (i.e., Ticket Report – Future Tickets, Ticket Report – Future Tickets Back In, and Daily Recap).
 - h. Foot and cross foot the Daily Recap. Foot the total handle, total payouts, and taxable revenue from each day and trace that total to the Month-to-Date Recap Summary.

General

1. Review exception reports on a daily basis for propriety of transactions and unusual occurrences. Any follow-up which is performed is to be documented.